

## **FREQUENTLY ASKED QUESTIONS FOR PROSPECTIVE GRANT APPLICANTS**

**What is a construction project and are they subject to special requirements?** - Any physical change to a site or existing structure is considered a construction project. The construction project must be open to the general public and located completely within the coastal zone boundary on non-federal, publicly-owned land or secured through a long-term lease (20 years minimum). The owner must maintain the project and keep it open to the public for the lifetime of the project (20 years minimum). The construction project must be barrier-free accessible to the extent that site conditions allow. Copies of all necessary local, state, and/or federal permits must be submitted to the Michigan Coastal Management Program (MCMP) before construction may commence. A project sign, (supplied by MCMP) acknowledging funding and displaying appropriate NOAA and DEQ logos, must be permanently placed at project site for the lifetime of the project.

All construction projects must be reviewed and receive clearance in compliance with the requirements of the National Historic Preservation Act and the Endangered Species Act. Please refer to the question "If the project is recommended for funding by the MCMP, are there additional requirements needed prior to the DEQ signing a grant contract?" for more information.

**Are fringe benefit costs eligible for reimbursement or use as match?** – Yes, fringe benefit costs apply to direct income only and are applicable to both the grant and match portions of the project budget.

**Are indirect project costs eligible for reimbursement or use as match?** – Yes, eligible indirect costs are limited to 20% of personnel and fringe benefit costs only. The 20% applies to both the grant and match portions of the project budget. Indirect costs exceeding 20% cannot be used as overmatch.

**What is the value of volunteer labor used as match?** – The Department of Environmental Quality established a Policy and Procedure (10-001) "Acceptable Rates for Volunteer Time" which are as follows:

1. Unskilled laborers. (For example, Boy Scouts and Girl Scouts, high school groups, 4-H clubs) The acceptable rate for these workers is the prevailing Michigan or federal minimum wage, whichever is greater. For the current minimum wage, point your browser toward the Michigan Department of Licensing and Regulatory Affairs (LARA), Wage and Hour Division at [www.michigan.gov/lara/0,4601,7-154-11407\\_59886---,00.html](http://www.michigan.gov/lara/0,4601,7-154-11407_59886---,00.html), then select "Minimum Wage and Overtime" from the left-hand menu. The phone number for the LARA Wage and Hour Division is 517-322-1825.
2. Professionals not working in a professional capacity. (For example, an engineer or attorney participating in a beach clean-up event) Participation of professionals in volunteer activities can leverage commitment to the project from other stakeholders. An appropriate rate for this category of volunteer labor is based on the Independent Sectors annual evaluation of volunteer time. For the current rate, point your browser toward [www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time).
3. Professionals working in their normal professional capacity. Professionals, including skilled labor, providing pro bono professional services may count as match their normal rate of pay; this would be considered the value of the volunteer work provided. For example, a wetland consultant donating wetland delineation services could claim the typical wetland delineation fee as the value of the service.

**What are allowable travel expenses?** – Costs (mileage, lodging, and per diem) incurred for travel that is essential for the successful execution of the project are eligible for reimbursement.

**Are donations and/or loans from partnering entities eligible for grants and to use as match?** - Yes. For donations, the contribution is valued at the market value at the time of donation. For a loan, the contribution is valued at the fair market rental value at the time it is loaned.

**What is considered Equipment?** - A tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Item(s) are considered Supplies/Materials if unit cost is under \$5,000.

**Are permit fees and other payments to regulatory agencies eligible project costs?** -

Application fees for federal or state permits, licenses, or other approvals are not eligible project costs. However, application fees for local permits or licenses are eligible for reimbursement or use as match.

**Is a DUNS Number required to apply for a grant?** – Yes, if the grant application is for \$25,000 or more. In order to be compliant with the proposed requirements for Federal Funding Accountability and Transparency Act of 2006 implementation, applicants requesting \$25,000 or more in grant funds must have a DUN and Bradstreet Data Universal Numbering System (DUNS) number. A nine-digit DUNS number may be obtained from Dun and Bradstreet by telephone at 1-866-705-5711 or the Internet at [www.dunandbradstreet.com](http://www.dunandbradstreet.com).

**If the project is recommended for funding by the MCMP, are there additional requirements needed prior to the DEQ signing a grant contract?** – Yes, the project must also be reviewed and approved by the NOAA. Additionally, successful applicants will be expected to:

For construction projects only

- Contact the Michigan State University Extension, Michigan Natural Features Inventory to conduct a Rare Species Review to a) determine if there are known occurrences of federal/state listed threatened or endangered plant or animal species or critical habitat in the vicinity of the proposed site, and b) determine if the proposed project will have adverse effects on the species and/or their critical habitats.
- Contact the State Historic Preservation Office (SHPO) under the authority of Section 106 of the National Historic Preservation Act of 1966 as amended to determine if the project affects a site listed on the National Register of Historic Places. Applicant will need to complete an *Application for Section 106 Review* form found at <http://www.michigan.gov/shposection106>.

For all projects

- Complete a Lease vs. Purchase Analysis for the NOAA review and approval if project budget includes the purchase of equipment. Grant applicants must describe how all equipment proposed for purchase has a use uniquely applicable to coastal management and/or to the implementation of the project.
- If Fringe Rate is 35% or higher, list the types of benefits included in the fringe.